

## OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS

July 8, 2013; 6:00 pm

### Directors Attending

(TE) Terry Easton - Vice President

(GC) Greg Casimer - Secretary

### Waterworks Staff Attending

(CL) Chuck Litzkow - Acting Waterworks Manager

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The meeting was called to order by TE at 6:00pm.

- 1) February 11, 2013 meeting minutes were reviewed and approved by unanimous consent.
- 2) June 10, 2013 meeting minutes were reviewed and approved by unanimous consent.
- 3) Job Notice for Waterworks Manager
  - a) The Board reviewed a draft job notice prepared by GC. The notice borrows heavily from the formal job description for Waterworks Manager developed by the Board earlier this year.
  - b) CL was instructed to place the job notice in various local media, on the IRWA and AIRW websites, and on the Waterworks page in the town website. The job notice will be published for no less than two weeks.
- 4) Status of Waterworks
  - a) CL reported on a sampling issue with vendor Microbac. Assistance was provided by consultation with IDEM's local representative and sampling errors were avoided.
  - b) CL will set up a sampling calendar to keep track of sampling events and frequencies.
  - c) CL discussed the most recent meter readings with the Board. Certain anomalies in recent readings were reviewed and discussed.
  - d) CL provided a report to the Board on the recent Keystone system training received by CL and J. Klingensmith.
  - e) GC requested that the Waterworks begin tracking and reporting some basic water consumption metrics on a quarterly basis. GC to prepare a more specific proposal for the next Board meeting.
- 5) Sanitation Account
  - a) The Board discussed its desire going forward to limit the Waterworks role in the activities of the Sanitation Department.
  - b) CL was instructed to arrange for a repayment schedule for the current outstanding loan made to the Sanitation department and report back to the Board.

- 6) Overdue Accounts
  - a) The Board discussed a resident's request to consider special circumstances relating to a leak and repair that resulted in a quarterly bill above \$2400. Following a detailed discussion of the resident's request, the Board concluded that special circumstances made this resident's condition unique and merited some relief on the quarterly bill.
  - b) The Board directed CL to determine the measured flow above normal consumption and reduce the charge for the excess flow to the Waterworks' direct cost for obtaining that water from Indiana American.
- 7) Job Description for Waterworks Technician
  - a) TE presented a draft job description for the position of Waterworks Technician. The description was reviewed and certain revisions were proposed. TE will revise and submit again at the next meeting of the Board.
- 8) Meeting adjourned by unanimous consent at 7:25pm.